

**BOARD OF DIRECTORS
MEETING MINUTES**

Monday, June 17th, 2019 – 12:00pm
Northwestern Settlement – Guild Hall

Members Present:

Anna Atkinson
Robert Best
Virginia Burnstine
John Conneely
Melissa Corley
Kathleen Elliott
Tracy Heilman

Christine Jacobek
Constance Magnuson
Ron Manderschied
Christine McQuinn
Kurt Mueller
Amy O'Donnell
Leon Oks

Anthony Perry
Alice Schaff – telephonic conference
Hollis Sunshine
William Welnhofner
Diane Welnhofner

Others Present: Jessica Flores, Allison Marino, Katie Taylor

Mr. Perry called the meeting to order.

Agenda Item 1. Public Comment

None

Agenda Item 2. Honorary Resolution

Robert Best read two resolutions honoring longtime board members, Carol Golder and Marc Peters, who are resigning from the Settlement board.

For the last 18 years, Marc Peters has faithfully and with honor, integrity and great distinction served as a member of the Northwestern University Settlement's Association's Board of Directors. Additionally, he supported the Winnetka Board's fundraising events, participated in the capital campaign by naming a cabin at House In The Wood, and served on numerous committees. Although Marc Peters was not present for this meeting, the Board resolved to thank him for his service. Kurt Mueller so moved and Kathleen Elliot seconded. The motion was carried by the affirmative vote of each director present.

Carol Golder served for 9 years as a member of the Northwestern University Settlement's Association, where she has faithfully and with honor, integrity and great distinction Board of Directors. She was thanked for her service on the Resource Development Committee, Audit and Finance committee, her support of the capital campaign, North Shore Board leadership and leadership of the alumni group. She also was a major supporter of Family CARES Center. Although Carol Golder was not present for this meeting, the board resolved to thank her for her service. Kathleen Elliot made a motion. Hollis Sunshine seconded. The motion was carried by the affirmative vote of each director present.

Agenda Item 3. Chairman's Comments

Anthony Perry opened by mentioning this was the last meeting of the fiscal year and that his comments would be brief so the Board could dedicate time to the Private Sector Partnership committee. He thanked all who attended the Annual Meeting and welcomed new board member Patty Gahlon, who was not present. Anthony Perry also praised the quality of people who have joined the board in recent history and shared several important documents with the board. The new FY 20 committee roster, Board member contact list and the Board, Audit and Executive Committee meeting schedules.

Anthony Perry requested a motion for the resolutions to appoint Allison Marino as the Assistant Secretary. Bob Best made the motion, Christine Jacobek seconded. The motion was carried by the affirmative vote of each director present. Jessica Flores has transitioned out of the Board Assistant Secretary role; going forward, Allison Marino will be coordinating Board meetings and communicating information regarding material.

Anthony Perry requested a motion for the resolution to appoint Robert Best as the General Counsel. Kathleen Elliot moved and Hollis Sunshine seconded. The motion was carried by the affirmative vote of each director present. Anthony thanked Robert and Allison for accepting roles.

A third resolution was presented to elect Robert Best, William Welnhofner and Kurt Mueller to serve on the Northwestern Settlement foundation board. Constance Magnuson made a motion, Anna Atkinson seconded. The motion was carried by the affirmative vote of each director present.

The Urban Lab Committee had proposed new language for the Settlement's mission since the March board meeting. Discussion of the proposed updated mission and vision took place. The board asked questions and it was suggested that the approval be tabled until the September board meeting and that careful consideration be given to the language used.

Lastly, Robert Best made a motion to approve the Board, Audit and Officers/Executive Committee meeting schedule for FY20, Christine Jacobek seconded. The motion was carried by the affirmative vote of each director present.

Agenda Item 4. President's Report

Ron Manderschied thanked the Board of Directors for their consistent support. He reviewed the report of acceptances for the current graduating class from Rowe Elementary School, with about 25% of the students going to private and/or selective admissions schools, including two boarding schools (Exeter and Wayland). Ron also highlighted the extraordinary commitment from IMC for the House In The Wood outdoor education program. Ron also thanked Kathy and Mike Elliott for their generosity, which allowed for HITW to acquire new property to be used for their offices. Head Start will be expanding and will begin working with children from birth to two years old, providing services directly in the child's home with the parents. The enrollment goal is 24 to start, but Head Start ultimately hopes to expand to 100 children.

Regarding auxiliary boards, Ron thanked the different boards for their recent visits to the Settlement which celebrated St. Patrick's Day and Mother's Day. The North Shore Board initiated a new junior board consisting of middle and high school students that will help at House In The Wood camp. Evanston Woman's Board had its luncheon with Head Start and their mothers in May, and Winnetka Board is looking forward to gardening and cooking with After School campers this summer. He also highlighted the release of the two Board benefits: North Shore Board gala on October 26th, 2019 at Theater on the Lake and the Winnetka Board benefit on April 17th, 2020 at Park West with a magician from Netflix.

Family funds will begin to have more formal materials starting in September. Ron Manderschied discussed the process of creating a fund, wherein families seed money to support a specific program or the Settlement as a whole. The minimum is \$10,000, and 5% each year goes to the program of their choice. Family fund participants will automatically be invited to the Vittum Society, which is for those who have committed legacy gifts to the organization.

Ron also mentioned that there is a need for a raised roof cargo van for the food pantry – the auxiliary board alumni will support it up to \$20,000 – and requested Board connections to companies who may be able to support with this purchase. Additionally, Ron expressed having a need at HITW for an additional golf cart. Ron requested that anyone with leads let him or Katie know.

Agenda Item 5. Consent Agenda

The Consent Agenda included the approval of board minutes from March 11th, 2019 and the annual meeting on April 24th, 2019, the Audit and Finance Committee minutes from March 11th, 2019 and the Endowment Report from May 15th, 2019, the Officers/Executive Committee minutes from May 20th, 2019, and the Head Start report which includes the New Rule Head Start Eligibility training, Head Start training, the monthly narrative report for May, and 2019-20 Program Governance Policies and Procedures.

Anthony Perry requested a motion to consider the Consent Agenda for approval. Christine McQuinn made a motion, Robert Best seconded. The motion was carried by the affirmative vote of each director present.

Agenda Item 6. Private Partnership Committee Update

John Conneely and Tracy Heilman presented the work the Private Partnership Committee has been doing relating to the Workforce Housing Initiative. This initiative is an opportunity to help disrupt generational poverty by offering neighbors the opportunity to become first time home owners. The Board was very excited about this initiative and discussed the progress thus far and next steps. They also thanked the committee for their time and efforts with this project.

Agenda Item 7. Audit and Finance Financials Update

Kurt Mueller provided a brief update on the April 2019 financial results, along with the budget narrative and the balance sheet. He expressed that the new format, which includes year-end projections, have been helpful in understanding the current financial state of the organization. Kurt also shared Audit & Finance committee approved budget for FY2020, including the changes made to the Rowe private contributions line during the Audit and Finance committee meeting, which lowered the line by \$100,000. Kurt requested a motion for the endowment withdrawal of \$110,000, or 3%, to the operating account. Constance Magnuson made a motion; Kathy Elliott seconded. The motion was carried by the affirmative vote of each director present. Kurt requested a motion to approve FY2020 budget with the changes discussed. Robert Best made the motion; Virginia Burnstine seconded. The motion was carried by the affirmative vote of each director present.

Agenda Item 8. Other

The annual Board Day at House In The Wood has been moved back to a Monday. It will take place on July 22nd, 2019 beginning at 11:00 a.m. in Delavan, Wisconsin.

The meeting was adjourned at 2:03 p.m.

Submitted by:
Allison Marino, Assistant Secretary